FUNCTION KEYS

SECTION A-3

A-3   FUNCTION KEYS

A-3.1   DEFINITION OF FUNCTION KEYS

PRISM uses an ORACLE forms package called SQL*Forms to provide the capability to interactively view and update the database. SQL*Forms has a serie s of function keys which allow you to manipulate data and navigate within and between the various screens.

PRISM generally uses the standard function keys defined for the UNIX version of SQL*Forms. In a few cases, some screens have redefined one or more function keys. These cases will be discussed later in this manual under the applicable screen. Also, the application will limit the availability of certain function keys depending on the screen, the current operating mode (add, update, or query), and the user authority.

The updates that you make on the data in the working buffer will affect the database only after they are committed using the **End** key. If you try to exit the screen without pressing the **End** key, SQL*Forms will ask whether to commit the modifications that have been entered or cancel the changes.

The function keys may also be used in combination with other keys such as the **Ctrl** (control) key, the **Alt** (alternate) key, or the **Shift** key. In these cases, the combination key is pressed and held down and then the function key is pressed. This enables the function key to perform a different feature than it would normally perform on it's own.

The following pages provide a list of most function keys that are available within the system.

A-3.1.1 FUNCTION KEYS DESCRIPTION

F1 - Help

Invokes the Help subsystem that provides the user with field specific help that will present acceptable values and a description of the field.

F2 - Enter Query

This function will allow the user to enter the query mode. The user can then enter values in the query fields (highlighted fields) to indicate the selection criteria for the records to be retrieved. To generate a less specific query, wildcard character(s) can be used. The wildcard character is the percent sign (%). It can be used anywhere in a field that you wish to query on, and can be used more than once in that field.

F3 - Execute Query

This function executes the query process by physically retrieving the database records based upon the parameters entered during the **"F2"** process above.

F4 - List Field Values

If a field supports the List Value function, pressing **"F4"** will display a list of valid values for the current field. Use the up and down arrow keys to move from one value to another. When the value you want to use is highlighted, press "Enter" to select that value. To find particular values, press the "Shift Tab" key and enter a selection in the "Find:" field.

F5 - Clear Record

This key clears the fields of a record on the screen and in the work space. If a new record or the modifications to an existing record are cleared before they have been saved in the work space, they are discarded. Note that this key does not remove an existing record from the database.

F6 - Clear Field

Pressing **"F6"** will clear a value from the field that the cursor is in. Unlike previous versions of PRISM, all values within the field are cleared no matter what position of the field the cursor occupies. Use **ESC-F6** to clear only the values to the right of the cursor.

F7 - Duplicate Record

This key gives every field in the current record the same values as the corresponding fields in the preceding record. You can modify the duplicate values if required.

F8 - Show Function Keys

Will display the Function Key description screen that describes the action that would occur after pressing a key. *Note: Not all of the keys shown on this screen will be functional at all times.*

F9   - Create Record

This function key allows you to add a new record to the work space.

F10   - Exit/Cancel

This function key has multiple purposes. This key can be used to exit a form. Also, this key can be used to cancel an operation such as "enter query" and "list field values".

TAB   - Next Field

Moves the cursor to the next enterable field. Same as **"Enter".** If the cursor is in the last field of a record, [Next Field] moves it to the first field. If the next field is on a different page, the proper page is displayed and the cursor is placed in the field.

Enter or <RETURN> - Next Field

Moves the cursor to the next enterable field. Same as **"TAB"**. If the cursor is in the last field of a record, [Next Field] moves it to the first field. If the next field is on a different page, the proper page is displayed and the cursor is placed in the field.

End   - Commit

The **"END"** key will save all pending work to the database.

Home   - Clear Form/Rollback

This key clears the work space of all records belonging to every block in a form; it cancels all updates in the current transaction. If any changes have been made to the form since the last commit, the program asks you whether you want to commit them to the database. If you answer 'NO', the changes are discarded. On the PRISM menu screens, pressing this key will take you to the Reports directory in your UNIX userid file area.

Backspace   - Delete Backward

This key deletes characters before the cursor position and moves the cursor and all following characters to the left. If the cursor is at the left-most visible position, nothing happens.

Del   - Delete Character

This key deletes the character at the cursor position and moves the following characters left. The cursor does not move.

Ins   - Insert/Replace

This function key switches insert mode to replace mode and vice versa. When insert mode is active, each character entered displaces the character at the cursor. The displaced character, the cursor, and all following characters are moved to the right. The cursor, however, remains on the first character displaced. In replace mode, each character entered replaces the character at the cursor, and the following characters are not affected. The cursor, however, moves to the right and is positioned on the next character.

Up Arrow   - Previous Record

This key will display the previously displayed record after a query has been made where multiple records were retrieved.

Left Arrow   - Left

Moves the cursor one character to the left. Use this key to move the cursor within a field.

Down Arrow   - Next Record

This key will display the next available record after a query has been made where multiple records were retrieved.

Right Arrow   - Right

Moves the cursor one character to the right. Use this key to move the cursor within a field.

Shift F1   - Count Query Hits

When used after [Enter Query], this function key counts the number of records matching the specified search criteria. When used alone, [Count Query Hits] counts all of the records in a table. Note that if you press this function key after pressing [Execute Query], it clears all the records from the workspace and counts all of the records in the table that can be retrieved by the block.

Shift F2   - Next Set Of Records

After performing a query where multiple records are retrieved and displayed on a single screen, you may page down through the list by pressing the Shift F2 keys.

Shift F5   - Delete Record

This function, where available, will mark a record for removal from a table in the database.

Shift F6   - Clear Block

A single form may be divided into one or more sections called "blocks". Within PRISM screens separate blocks are usually identified by solid lines. This function will clear all of the field values from the current block.

Shift F7   - Duplicate Field

This key gives the current field the same value as the corresponding field in the preceding record. You can modify the value if required.

Shift F8   - Redisplay Page

This key erases and restores the contents of the page. Use it if your screen becomes cluttered with system messages or random characters produced by data transmission errors.

Shift F10   - Display Error

This key is used when the message "An Oracle error has occurred" appears on the help message line. Pressing this key will display the particular error that has occurred and may aid in correcting a problem. Please inform Headquarters when you see such an error so that the programmers may correct it.

Shift Tab   - Previous Field

Moves the cursor to the previous enterable field.

Esc Tab   - Previous Field

Moves the cursor to the previous enterable field.

Esc F1   - Block Menu

A single form may be divided into one or more sections called "blocks". Within PRISM screens separate blocks are usually identified by solid lines. This function key displays a menu of blocks belonging to a form. When you choose a block from the menu, the cursor is moved to that block. If a form has many blocks, [Block Menu] can move the cursor to a desired block more quickly than [Next Block] or [Previous Block]. Several PRISM screens use this function key for special purposes. These are discussed later in this manual under the applicable screen.

Esc F6   - Clear to end of Field

This function will clear all values within a field to the right of the cursor.

PgUp   **- Previous Block**

A single form may be divided into one or more sections called "blocks". Within PRISM screens separate blocks are usually identified by solid lines. This function key will move the cursor to the previous block. If the cursor is in the first block, [Previous Block] moves it to the last block. Several PRISM screens use this function key for special purposes. These are discussed later in this manual under the applicable screen.

PgDn   **- Next Block**

A single form may be divided into one or more sections called "blocks". Within PRISM screens separate blocks are usually identified by solid lines. This function key will move the cursor to the next block. If the cursor is in the last block, [Next Block] moves it to the first block. Several PRISM screens use this function key for special purposes. These are discussed later in this manual under the applicable screen.

Cntrl K   **- Next Primary Key Field**

This combination places the cursor at the beginning of the next primary key field that allows data input; otherwise, this key performs the same function as [Next Field]. A primary key field helps ensure a record's uniqueness; that is, no two records can have the same value in their primary key fields.

~~**Alt F10**   **- Exit to Vistacom**~~

~~This is a Vistacom for DOS command, not an ORACLE function key. Pressing ALT F10 will cause the Vistacom menu bar to be displayed, from which you may do such things as exit Vistacom or transfer files between the host computer and your pc.~~ ~~**Please avoid exiting Vistacom without first completely logging out of the host computer.**~~

A-3.1.2   CROSS REFERENCE LIST

FUNCTION	KEYSTROKE(S)
Right	Right Arrow
Scroll Right	Ctrl - Right Arrow
Next Field	Tab or Enter
Next Primary Key Field	Cntrl - K
Next Record	Down Arrow
Next Set Of Records	Shift - F2
Next Block	PgDn
Left	Left Arrow
Scroll Left	Ctrl - Left Arrow
Previous Field	Back Tab (Shift - Tab) or (Esc – Tab)
Previous Record	Up Arrow
Previous Block	PgUp
Insert / Replace	Ins
Delete Character	Del
Delete Backwards	Backspace
Clear Field	F6
Clear Record	F5
Clear from current position to end of field	Esc - F6
Clear Block	Shift - F6
Clear Form / Rollback	Home
Delete Record	Shift - F5
Create Record	F9
Duplicate Field	Shift - F7
Duplicate Record	F7
Enter Query	F2
Count Query Hits	Shift - F1
Execute Query	F3
Commit Transaction	End
Exit / Cancel	F10
Print	Shift - F9
Redisplay Page	Shift - F8
Help	F1
List Field Values	F4
Display Error	Shift - F10
Block Menu	Esc - F1
Show Function Keys	F8